

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	<b>1. Agency Address</b> Department of Education Office of Vocational Education State Planning and Operations Division Atlanta, Georgia 30334	Application Number <b>82-74</b>	
Application Number		Date Received <b>MAR 22 1982</b>	Date Completed <b>APR 16 1982</b>
<b>2. Person to Contact</b> Judith Cochran		<b>Working Title</b> Principal Secretary	<b>Telephone Number</b> 656-3435
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
<b>4. Dates of Series</b> Earliest _____ Latest _____ Present		<b>5. Records Series Title</b> (followed by title used in office, if different) TIVE FILES STATE PLANNING AND OPERATIONS DIVISION DIRECTOR'S GENERAL ADMINISTRATION	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <p>The State Planning and Operations Division is responsible for coordinating the planning, development and maintenance of a five-year state plan for statewide operation of vocational education; coordinating the development of statewide budgets for vocational education program operation; directing and coordinating the collection and compilation of all necessary statewide data for the preparation and submission of all reports required at the federal, state and local levels; directing and coordinating the design, development, implementation and maintenance of the Vocational Education Management Information Center, including the operation and supervision of four regional data centers, contracted through local school systems, providing various vocational data and DP reports used in developing a variety of vocational education reports, goals and objectives.</p>			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: directing and coordinating the activities of the division.</p> <p>Included are: correspondence, memoranda and other documents concerning the Management Information Center and four regional data centers, the Associate Superintendent of Vocational Education, other divisions and offices in the department; agenda, minutes and correspondence from the Georgia Occupational Information Coordinating Committee and Governor's Council on Postsecondary Education. Also included are reference copies of housekeeping unit documents.</p> <p>File is arranged: chronologically by fiscal year; thereunder alphabetically by subject.</p>			
<b>8. Monthly Reference Rate</b>		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	2 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

EEOC- 29CFR1602.31

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joe A. Wayman Culp</i>	3/19/82	<i>Walker L. Baumgardner</i>	3-19-82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	4-14-82
		Secretary of State/Designee	4-12-82
		Attorney General/Designee	4-15-82